

Shelter-in Place

Some disasters may make it unsafe for you and your children to leave your child day care center and you must make the decision to shelter-in-place. You will need to decide where the safest location is inside your center. Things to consider when selecting a location are:

- Select a location on a lower level (preferably the first floor) near the center of your building.
- Avoid being near windows, exterior walls and doors (use rest rooms, interior halls or safe rooms).
- Determine if the location(s) is large enough for the number of children and staff.

Procedures for Shelter-in-Place

- Take evacuation pack from each room or maintain the pack(s) in the designated location(s) for sheltering-in-place.
- Quickly and safely direct children to designated area.
- Talk to the children and remain calm.
- **If local authorities consider the outside air contaminated, seal out the outside air:**
 - ◆ Close and lock all the doors and windows to the outside (windows often seal better when locked.)
 - ◆ Turn off all heating/cooling systems and exhaust fans in all rooms.
 - ◆ Turn off all air conditioners and switch intakes to the closed position.
 - ◆ Seal any gaps around window-type air conditioners.
 - ◆ Close any fireplace dampers.
 - ◆ Close as many internal doors as possible
 - ◆ Seal any obvious gaps around external windows and doors with pre-measured and pre-cut plastic sheeting and duct tape.
 - ◆ Close the drapes, curtains or shades for additional protection.
 - ◆ Do not leave your building until you receive official notification that the danger has passed

Other tips:

- Include familiar books, toys and activities in the evacuation pack
- Diagram the facility and indicate which areas are to be used as shelters and indicate the quickest way to get there.
- Display a copy of the shelter plan in the director's office.
- Display in each room in the facility a copy of the floor plan which indicates the location of the shelter to be used by the children in that room.
- Provide a copy of this information to local emergency services.

Adapted from Y.I.K.E.S Planning Guide for Emergency Response Planning in Child Care; Department of Health and Human Services, State of Maine